

Canc: Jun 01
COMDTMIDNNOTE 3010
OPS

COMDTMIDN NOTICE 3010

From: Commandant of Midshipmen

Subj: PRECOMMISSIONING PERIOD/COMMISSIONING WEEK 2001

Ref: (a) Midshipmen Regulations
(b) USNANOTE 5560 (Commissioning Week Parking Notice)

Encl: (1) Required Action Preceding Precommissioning Period
(2) Required Action During Precommissioning Period/
Commissioning Week
(3) Required Action During Commissioning Day
(4) Special Instructions
(5) Participation of the Brigade of Midshipmen in
Graduation and Graduation Rehearsals
(6) Daily Schedule, 16 May through 25 May 2001

1. Purpose. To promulgate detailed information for events preceding, during, and immediately following the Precommissioning Period/Commissioning Week.

2. Action

a. Battalion and Brigade staff are instructed to become familiar with this document and the contents of enclosures (1) through (6) and ensure proper dissemination and compliance. Requests for changes/modifications to this notice should be addressed in writing to the Commandant of Midshipmen and submitted via the Operations Officer.

b. First class midshipmen may enter into housing leases which allow use of the property beginning 5 May 2001. Effective 5 May 2001, personal gear may be stowed at the leased property, however, midshipmen will be required to live in Bancroft Hall until graduation (except when on authorized liberty).

S. J. LOCKLEAR III

Distribution:

C-1 plus 1 per Midn Room

Dep Ops (3)

Flag Sec (1)

O&F Club (3)

Commissioning Week Planning Committee (30)

Electricians and Shop 20 (5)

USNA Alumni House (5)

Express Ofc (1)

Required Action Preceding Precommissioning Period

Friday, 4 May

- Rooms will be inspected by 2/C Company First Lieutenants for material discrepancies. Deficiencies are to be submitted to Bancroft Hall First Lieutenant via the Maintenance Chain of Command.
- First Lieutenants of 1st and 2nd Battalions (NASP wings) will forward copies of deficiency listings to GSCS Tufts, NASP Coordinator, NLT 16 May 2001.
- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- MSC, EE and Language Equipment will be turned in.

Saturday, 5 May

- Graduating midshipmen may enter into housing leases which will allow use of the property beginning 5 May. Graduating midshipmen may begin to stow personal gear at the leased property effective 5 May, but will be required to live in Bancroft Hall until graduation except when on authorized liberty.
- All watchstanding qualifications are to be completed in preparation for the underclass to stand upperclass watches.
- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.

Monday, 7 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).

Wednesday, 9 May

- All graduating midshipmen must complete Section 1 of Check Out Sheet (NLT 9 May).
 - All pictures, posters, and calendars will be removed from room bulkheads and doors.
 - Desk blotters will be removed from desks.
 - Overheads and coffins are to be emptied. DO NOT UNDER ANY CIRCUMSTANCES STORE GEAR IN OVERHEADS!
 - Blinds will be cleaned and all miscellaneous items (pictures, lamps, etc.) will be removed from desks.
 - Plants will be removed from rooms.
 - All crutches, not in use, must be turned in to ENS Brianas, Bancroft Rm 4020 or 6th Wing Physical Therapy.
 - All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS.
 - Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).
- **Above items must be completed prior to end of semester liberty.

Thursday, 10 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- Graduating midshipmen cruise box move out (10-14 May) EPES will pick up from company areas.
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).

Friday, 11 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- Graduating midshipmen cruise box move out (10-14 May) EPES will pick up from company areas.
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).

Saturday, 12 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- Graduating midshipmen cruise box move out (10-14 May) EPES will pick up from company areas.
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).

Sunday, 13 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- End of semester liberty expires for 2/C, 3/C and 4/C midshipmen. Liberty for 1/C Sea Trials cadre will also expire at this time.
- Graduating midshipmen cruise box move out (10-14 May) EPES will pick up from company areas.
- 7th and 8th wing storage lockers will be open for 2/C, 3/C and 4/C moves.
- Locker area watch will post from 1600 to 2200 - 1st Bn for 7th Wing and 4th Bn for 8th Wing.
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for summer leave or summer cruise periods to include all long-term leave addresses for the summer (program must be completed by 16 May).

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Monday, 14 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- Computer turn-in will take place for summer school in designated areas in Bancroft. Summer storage of computers will take place in designated areas of Chauvenet Hall (see Enclosure 6).
- Graduating midshipmen cruise box move out (10-14 May) EPES will pick up from company areas.
- Last day for graduating midshipmen cruise box move out (10-14 May) EPES will pick up from company areas.
- 7th and 8th wing storage lockers will be open with area watches: 1st Bn for 7th Wing and 4th Bn for 8th Wing.
- High value storage available for Midshipmen in designated areas of Chauvenet Hall (see Enclosure 6).
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).

Tuesday, 15 May

- All midshipmen must update Leave Addresses (for end of semester liberty) via MIDS prior to departing on end of semester liberty.
- Sea Trials commences at 0600 for 4/C and the Sea Trials cadre.
- Summer storage of computers for stragglers in Chauvenet Hall should be arranged with the Company MISLO (see Enclosure 6).
- Computer turn in continues for summer school in designated areas in Bancroft.
- 7th and 8th wing storage lockers will be open with area watches: 2nd Bn for 7th Wing and 5th Bn for 8th Wing
- Carrier pickup of cruise boxes from 7th and 8th wing and Ricketts Hall loading areas.
- High value storage available for stragglers in designated areas of Chauvenet Hall (see Enclosure 6).
- Second, third and fourth class midshipmen must run Leave Addresses via MIDS for **summer leave or summer cruise** periods to include all long term-leave addresses for the summer (program must be completed by 16 May).

Required Action During Precommissioning Period/Commissioning Week

Wednesday, 16 May

- End of semester liberty expires for 1/C at 1200, with the exception of the 1/C Sea Trials cadre (liberty expired on 13 May).
- Computer turn in continues for summer school in designated areas in Bancroft (last day).
- Textbooks, paperbacks, and magazines are to be removed from rooms.
- All wardroom utensils will be cleaned, removed from rooms, and returned to King Hall.
- Walk-in closet areas are to be cleaned.
- All company maintenance discrepancies will be turned in to Bancroft First Lieutenant by 1800.
- Company Chief /Gunny will conduct room inspections with 2/C company staff.
- Desk drawers will be emptied.
- Radiators and shower/sink areas will be cleaned.
- Second, third and fourth class midshipmen must complete update of Leave Addresses via MIDS for summer leave or summer cruise periods to include all long-term leave addresses for the summer (last day).
- Carrier pickup of cruise boxes from 7th and 8th wing and Ricketts Hall loading areas.
- ** Liberty contingent upon completion of the above items.

Thursday, 17 May

- Graduating inter-service exchange students must have their cruise boxes to 5th Wing Express Office NLT 1400 for mail out.
- Commercial Carrier will pick up cruise boxes from 7th/8th wing loading dock.
- Cabinets next to sinks should only contain toiletries needed until 25 May.
- All Squad Leader notebooks, Staff turnover binders and hard copy MIDREGS/Conduct/Uniform Regs manuals are to be accounted for and placed in the Company Officer's office.
- 7th and 8th wing storage lockers will be open with area watches: 3rd Bn for 7th Wing and 6th Bn for 8th Wing.
- **Liberty contingent upon completion of the above items.

Friday, 18 May

- Company Chief /Gunny will conduct room and area inspections with 2/C company staff prior to noon meal formation.
- Midshipmen will be allowed to only have luggage and required uniform items on hand until completion of Commissioning Week.
- 7th and 8th wing storage lockers will be open with area watches: 3rd Bn for 7th Wing and 6th Bn for 8th Wing (last day).
- **Liberty contingent upon completion of the above items.

Monday, 21 May

- Company Officer and Company Commanders (1/C and 2/C) will conduct inspections of midshipmen rooms and wardrooms for move out progress.
- Extra bedspreads/sheets should be retained for those midshipmen who will be assigned to NASP.
- All midshipmen luggage should be packed except for the items needed through 25 May. Midshipmen graduation ushers should keep raincoats on hand.
- Battalion area inspections conducted. Basement areas (to include locker areas, ladder wells and mezzanine decks) shall be cleaned and free of refuse.
- Recycling bins and trash receptacles will be cleaned. Recycling bins will be chained together and put in company storage room or wardroom.
- Donation/charity boxes will be secured and removed from Bancroft Hall.
- Company Officers will brief the Battalion Officers on progress.
- **Liberty contingent upon completion of the above items.

Tuesday, 22 May

- Battalion Officer area inspections conducted. Basement areas (to include locker areas, ladder wells and mezzanine decks) shall be cleaned and free of refuse.
- **Liberty contingent upon completion of the above items.

Wednesday, 23 May

- No items (e.g., seabags, laundry bags) will be attached to basement lockers. Locks/straps will be cut and items discarded.
- **Liberty contingent upon completion of the above items

Thursday, 24 May

- All rifles, swords, bayonets and other drill equipment will be turned in to Brigade Armory from 1145 to 1700.
- Company area checklist completed by 2/C Company Commander and reviewed by Company Senior Enlisted.
- Company Officers will brief the Battalion Officers on progress.
- **Liberty contingent upon completion of the above items

Required Action During Commissioning Day

Friday, 25 May

- One room in the vicinity of the mate's desk will be designated for luggage storage until after graduation.
- Due to the Presidential address, all midshipmen will be required to go through magnetometers (metal detectors) . Sunglasses and electronic devices will be confiscated prior to the magnetometer search. Change and keys should not be carried to expedite the search process.
- *Mandatory formation in Company area at 1400 for 2/C, 3/C and 4/C for
 - accountability for company space,
 - final inspection, and
 - final lock up.
 - Company Officers will report to Battalion Officers when company is ready to be secured.
- Graduating midshipmen must have completed Section 2 of Check Out Sheet and turn in to Company Senior Enlisted Leader to receive 0-1 Identification Card.
- Any gear left unattended is subject to being discarded.
- NASP mandatory formation commences at 1600.
- Working parties commence at 1800 ensuring all areas of Bancroft Hall are clean, windows in all rooms shut and locked, all room doors secured. Secure on word from NASP OIC.

Special Instructions

1. **Rifle, Bayonet Belt, Buckle and Sword Turn-In.** All equipment will be turned in to the Brigade Armory in accordance with the Commissioning Week Schedule. **All equipment must be turned in by the person who has it checked out.** Completion will be reported via the midshipmen chain of command through the Brigade Maintenance Officer to the Bancroft Hall First Lieutenant. Individuals who fail to turn in equipment they have signed for will be held culpable and be required to make the appropriate remittance to the U.S. Department of the Treasury prior to departure. **LIBERTY WILL COMMENCE ONLY AFTER ALL EQUIPMENT HAS BEEN TURNED IN AND ANY DISCREPANCIES ACCOUNTED FOR.**

2. **Bancroft Hall Preparations**

a. **Inspections.** Room inspections will be conducted 18 and 22 May for move out progress; Class A will be conducted 25 May prior to COB. Prior to departure of occupants, each midshipman room will be inspected by the Company Officer. Inspections will be completed by 1330, 24 May. To ensure a smooth transition, rooms must be left in Class "A" condition by departing midshipmen. The timetable outlined in enclosures (1) and (2) shall be utilized. Discrepancies should be reported to the First Lieutenant immediately after inspections are completed, utilizing standard room discrepancy forms. Each room will have a wastebasket, a smoke detector, the appropriate number of mattresses, pillows, and chairs (one for each rack in the room). All unauthorized furniture will be removed. Room overheads and coffin space under the racks will also be inspected. Any missing or damaged items will be paid for by submitting, to the Company Officer, a check to the U.S. Department of the Treasury in accordance with the price list held by each company. REFER TO COMDTMIDNNOTE 4050.

b. **Cruise Groups.** Midshipmen in delayed cruise groups, summer training, and summer school shall move into rooms as assigned by the Officer-in-Charge, Naval Academy Summer Program (NASP) starting at 1600 on Graduation Day. Additional information regarding summer residence in Bancroft Hall will be issued by NASP OIC.

c. **Company Wardrooms.** Company wardrooms shall be cleaned thoroughly, inspected by the Company Officer and secured. Company Officers will take precautions to secure televisions and stereo equipment. Second Class Company Commanders will ensure cleanliness. No dry, canned, or perishable food will be left in the wardroom. All appliances will be cleaned and disinfected. Special care will be given to microwave ovens and refrigerators. All refrigerators will be washed and defrosted. All appliances will be left unplugged.

d. **Summer Storage.** Chauvenet 201 will be used to store high value personal items, see Plan of the Week and Plan of the Day. Storage is on a first-come first-serve basis. Once this area is full, no further items will be accepted. Miscellaneous storage for clothing and non-high value items will be available in Bancroft Hall, room C304 as indicated at enclosure (6). ONLY the Second Class and Third Class will be allowed to store items in designated rooms in room CH201 or room C304. NOTE: Storage is not available for items from wardrooms or items belonging to graduating midshipmen. **Any item placed in summer storage may not be accessed until the Reform of the Brigade.**

e. **Refuse in Bancroft Hall.** A large amount of refuse is generated during Commissioning Week. Trash bags will be issued to Company First Lieutenants. All refuse from lockers, rooms, etc., shall be bagged and taken to dumpsters located around Bancroft Hall. Company Commanders will be held accountable for the condition of their company area and assigned locker room areas. The disposal of all unwanted clothes or uniform items is the responsibility of each midshipman.

f. **Computer Storage.** The MIS Officer will coordinate all storage and distribution issues regarding computer systems for underclass. Refer to Plan of the Week and Plan of the Day schedules for 14-15 May.

g. **Cruise Boxes.** See enclosures (1), and (2).

h. **Inter-service Exchange Students/Early Separations Cruise Boxes.** Cruise boxes need to be submitted to the Express Office no later than 1400, 17 May.

i. **Visitation.** Bancroft Hall is **NOT** open for visitation during the Precommissioning Period or Commissioning Week (including guests of midshipmen).

3. **Conduct Procedures for the End of Academic Year 2000-2001.** The following special procedures and policy will be utilized for the processing of conduct offenses and serving disciplinary assignments during Precommissioning Period and Commissioning Week.

a. Ring Dance Weekend. With Battalion Officer approval, midshipmen second class in a restricted status are authorized liberty commencing after the 1200 19 May 2000 restriction muster, to expire at the 0100, 20 May 2001 Taps muster. Only midshipmen second class who are attending the Ring Dance are authorized this liberty.

b. Second semester closes for conduct grade purposes at 1200, 23 May 2001. Any conduct violations which occur after that time shall count towards the first semester grade of Academic Year 01-02. Those midshipmen who have conduct reports pending for offenses allegedly committed prior to 1200, 25 May 2001 shall be awarded an "incomplete" as a conduct grade. Once the pending report is adjudicated, the Conduct Office shall enter the appropriate conduct grade. All unserved restriction shall be served prior to taking any summer leave. From 1200, 25 May 2001 until Reform of the Brigade, restriction musters will be administered by the NASP OIC.

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c. Per Administrative Conduct System Manual, Chapter 4, at 1200, 25 May 2001, all previously assigned tours shall be converted to days of restriction at a rate of one day of restriction for each five unserved tours.

d. Disciplinary awards shall continue to be assigned, and processing will be carried on as usual. Note, however, that only the Commandant may compel a first class midshipman to serve restriction that will result in delayed graduation.

e. Company Officers shall ensure that all conduct offenses charged against midshipmen late in the semester are investigated and adjudicated promptly.

f. The Command Duty Officer shall ensure that disciplinary procedures awarded, as outlined in the Administrative Conduct Systems Manual, are being properly observed.

g. During the end of the year evolutions, (e.g., final exams, Intersessional, Precommissioning Period, Commissioning Week), midshipmen having unserved disciplinary awards will serve those awards in accordance with the Administrative Conduct System Manual. The only exceptions authorized are mandatory evolutions or those occasions for which a special request chit has been approved. Midshipmen may not leave the limits of restriction except as specified in Chapter 4, of the Administrative Conduct System Manual.

4. **Address Cards and Mail Delivery.** All graduates must update address cards prior to departing to their first duty station. Via the Company Officer, one PS Form 3575 will be issued to each first class by the Bancroft Post Office. Each First Class will submit to the company officer their P.O. Box key and a completed PS Form 3575 indicating the correct forwarding address by 25 May.

5. **Brigade Organization.** The Second Class Brigade Organization for first semester 2001-02 will relieve the First Class of all responsibilities at 0700, 25 May 2001.

6. **Brigade Instructions**

a. Uniform. During Precommissioning Period and Commissioning Week, all midshipmen must be in the uniform of the day (or prescribed uniform for the event) while on the Yard, including departing on and returning from liberty. PT gear may be worn on the Yard when involved in chores which might soil or damage uniforms. **Midshipmen will wear the Summer White uniform to the Blue Angels' Flight Demonstration.**

b. Granting of Town Liberty. Company Officers will delay commencement of individual midshipman's liberty if military obligations (e.g., uniform turn-ins, Midshipmen Regulations audit and updates, computer storage turn-in, cruise box sealing and labeling, room checkout time guidelines, etc.) are not being met. Liberty will be delayed until the required military obligations have been met.

c. Liberty

(1) Precommissioning Period. First class midshipmen, liberty expires at 1200 on 16 May 2001, with the exception of the 1/C Sea trials cadre whose liberty expires at 1800 on 13 May 2001. Town liberty for second, third, and fourth class midshipmen is delineated in enclosure (6).

(2) Commissioning Week. Town liberty for all 2/C, 3/C, 4/C midshipmen will expire at 2400 **with the exception of Saturday, 19 May, when liberty expires at 0100, Sunday morning, 20 May 2001, and Sunday evening when liberty expires at 2000.**

d. Leave. Per reference (a).

e. Watch

(1) Ring Dance Weekend. At 0700, Friday, 18 May the 3/C will assume the watch responsibilities of 2/C. First Class will stand Officer of the Watch, Regimental Duty Officer, and Midshipman in Charge of Main Office.

(2) Commissioning Week. First class midshipmen will complete turnover procedures with their 2/C counterparts at 0700, Monday, 21 May. At this time, the 2/C strippers will assume the duties and responsibilities for the watch billets of OOW, RDO and MCMO. Second and third class midshipmen will stand appropriate under-instruction watches prior to assuming these additional duties.

f. Color Parade. Second class in the new color company are reminded that they are to attend the Color Parade Dress Rehearsal as indicated at enclosure (6).

g. Alcoholic Beverages. Upperclassmen are reminded that drinking of alcoholic beverages is only allowed if of age 21. Fourth class midshipmen that are over 21 are prohibited from drinking alcoholic beverages until the completion of the graduation ceremony.

h. Daily Room Preparation. ANY ARTICLES left in rooms after 0730, 25 May will be discarded.

i. Plebe Recognition Ceremony. The Operations Officer is responsible for the coordination and safe conduct of the Plebe Recognition Ceremony on Monday, 21 May 2001. The following specific areas are assigned for action:

- (1) Second class midshipmen will be responsible for maintaining safety and security of the participants and spectators.
- (2) Midshipmen Food Services is tasked to provide 200 pounds of lard for greasing the monument.
- (3) Third class midshipmen will grease Herndon Monument and staff wash-down stations.
- (4) The Cannoneers will provide a signal at commencement of the ceremony and at each 15-minute interval until conclusion of the ceremony.

7. **Traffic and Parking on the Naval Academy Yard.** To reduce traffic congestion and to minimize the number of traffic related problems, the following policy will be in effect for the period of 19 - 25 May per reference (b).

a. Open parking will be permitted throughout the Naval Academy in all non-midshipmen assigned parking areas. Parking restrictions are in effect and will be strictly enforced in red curb zones, official vehicle spaces (white curbing), handicapped, posted time limited zones, and other reserved parking areas.

b. A reduction of vehicular traffic in the Yard is essential during Commissioning Week. Personnel who are able to get to and from work by walking, bicycling, or carpooling are encouraged to do so.

c. The Naval Academy will provide free shuttle bus service between the Navy-Marine Corps Memorial Stadium and the Naval Academy from Sunday, 20 May, through Thursday, 24 May 2001. There will be a small fee for parking at the stadium, except on Graduation Day (25 May) when parking will be free for those with tickets to the graduation and commissioning ceremonies.

- (1) Shuttle buses will operate continuously between 0730-2100.
- (2) No shuttle bus service will operate Graduation Day, Friday, 25 May, unless the ceremony moves to Alumni Hall because of inclement weather. If that occurs, buses will run at 15-minute intervals between the Navy-Marine Corps Memorial Stadium and Alumni Hall during the hours of 0730-1400.
- (3) Buses will pick up and discharge passengers at the Navy-Marine Corps Memorial Stadium, Hubbard Hall, Alumni Hall, Holloway Road adjacent to Luce Hall and the vicinity of the Visitor Center, except on Tuesday, 22 May 2001 from 1100 until completion of the Blue Angels rehearsal, and on Wednesday, 23 May 2001, from 1100 until 1630 or upon completion of the air show, whichever comes first. During these times, the buses will stop only at the Stadium and Alumni Hall.
- (4) Following the Blue Angels flight demonstration on Wednesday, 23 May 2001, a limited number of buses will be waiting at Alumni Hall to take people to the stadium.
- (5) USNA gates will be closed except to emergency vehicles, Academy residents (USNA Resident Decal required), shuttle buses, and vehicles displaying handicapped plates or placards on Tuesday, 22 May from 1100 until completion of the Blue Angel's rehearsal (approximately 1600) and on Wednesday, 23 May from 1100 until completion of the flight demonstration (approximately 1600).

d. Vehicle Privileges

- (1) First Class. Midshipmen first class are authorized to drive and ride in vehicles while on liberty.
- (2) Second Class. Midshipmen 2/C are authorized to ride in vehicles while on town liberty.
- (3) Third and fourth class midshipmen are authorized to ride in vehicles while on town liberty during Commissioning Week.

8. **Delivery of Records and Orders to the Graduating Class.** Records, orders, and checks, will be distributed as follows:

a. Company Officers shall:

- (1) Take custody of appropriate ensign medical, dental, and service records and I.D. cards from Midshipmen Personnel Office the day prior to graduation. Deliver records to ensigns following graduation.

(2) Inspect ensign I.D. cards and immediately resolve any problems/discrepancies with the Midshipmen Personnel Office.

(3) Collect midshipmen I.D. cards and return to the Midshipmen Personnel Office for disposition. **DO NOT** release records without receipt of midshipmen I.D. cards.

b. Ensigns will pick up records, orders, and checks, from their respective Company Officers at a location designated by the Company Officer.

c. USMC/USAF/USA Second Lieutenants will pick up records, orders, and checks, from their respective representatives.

9. **Oath of Office.** Midshipmen may receive a ceremonial oath of office from any commissioned officer (regular or reserve, active duty or retired) after the graduation ceremony. Midshipmen who desire a personal ceremony may report to Smoke Hall 1330-1530, 24 May to conduct photograph their ceremony. There will be no photographers provided, and sequencing will be first-come, first-served. The point of contact for this evolution is LCDR Fong, Midshipmen Activities Officer at extension 3-7135.

10. **Rooms (Bancroft Hall).** There will be no midshipmen room visits scheduled during Commissioning Week 2001.

11. **Service Facilities.** Brigade Services Division Restaurants hours of operation.

a. Drydock Restaurant (Dahlgren Hall) will be open from 20-24 May 2001 as follows:

Sunday, 20 May 2001	0800-2200
Monday, 21 May 2001	0800-2200
Tuesday, 22 May 2001	0800-2200
Wednesday, 23 May 2001	0800-2200
Thursday, 24 May 2001	0800-2200
Wednesday, 25 May 2001	0800-1600

b. Steerage Snack Bar will be closed.

12. **Medical.** Medical and Dental records will be delivered to Midshipmen Personnel two weeks prior to graduation. There will be medical teams at most of the major events during Commissioning Week. If a medical emergency should arise at an event for which there is no on-site medical coverage, contact one of the following:

a. Medical Clinic (extension 0000) is located at the U.S. Naval Academy Hospital if an emergency occurs.

b. USNA Fire Department (extension 3333) if the emergency occurs elsewhere on the Naval Academy/Naval Station Complex.

c. Anne Arundel County Fire and Rescue (911) if the emergency occurs outside the Naval Academy/Naval Station Complex.

14. **Wheelchairs.** Wheelchairs, walkers, crutches, and similar devices are not available on loan from the Naval Medical Clinic. Guests should be advised to bring such devices with them for use while visiting the Academy. If the need for such an item should arise during Commissioning Week, a local civilian source should be contacted. Several such sources are listed in the yellow pages of the Annapolis/Anne Arundel County telephone directory under "Hospital Equipment and Supplies."

PARTICIPATION OF THE BRIGADE OF MIDSHIPMEN IN GRADUATION AND GRADUATION REHEARSALS

1. Responsibility

- a. CDR Brian E. Burlingame, USN, Operations Officer, will coordinate midshipmen participation in the graduation ceremony and rehearsals.
- b. LT Kristen Culler, USN, Performance Officer, will coordinate the formation and movement of the Class of 2001 at the graduation ceremony.
- c. GYSGT Slaughter, USMC, Drill Master, will coordinate the formation and movement of the Brigade (2/C, 3/C and 4/C midshipmen) to the graduation ceremony.
- d. The following are additional graduation ceremony assignments:
 - (1) Formation and march-over of the Brigade and supervision of the Brigade seating sections will be assigned by the Drill Master.
 - (2) The seating of graduating midshipmen:

Midshipmen Activities Officer, LT Christopher A. Hoffman
Operations Assistant, Hollie Boothe
 - (3) Entry of the Class of 2001 at the graduation ceremony:

Training Officer, LT Gregory C. Jones
Staff Judge Advocate General, LCDR R. K. Giroux
 - (4) Distinguished Graduates Formation:

Assistant Operations Officer, LCDR Vicky Owens
Alcohol Drug Education Officer, LTJG J. R. Tolley
 - (5) Second Class Unit Commander Brief – Drill Master, GYSGT Slaughter.

2. Rehearsal Formations

- a. If weather permits, graduation rehearsal will be conducted at Navy-Marine Corps Memorial Stadium in accordance with enclosure (6) on Wednesday, 23 May. Should inclement weather occur, the indoor rehearsal will be conducted on Wednesday, 23 May. If the indoor rehearsal is conducted on 23 May, then the outdoor rehearsal will be held at Navy-Marine Corps Stadium on Thursday, 24 May, regardless of weather conditions.
- b. For rehearsal Wednesday, 23 May.
 - (1) Navy-Marine Corps Stadium:

0700 -- First class muster and form up.
 -- Odd Companies form up near Gate A. (See Diagram A.)
 -- Even Companies form up near Gate P. (See Diagram A.)
0720 -- First class march into stadium, take seats, and rehearsal commences.
 - (2) Alumni Hall (in the event of inclement weather):

0700 -- First class form up in Nimitz and Rickover ground level passageways. (See Diagram C.)
0720 -- First class enter Alumni Hall and commence graduation ceremony practice. (See Diagram B.)
- c. For rehearsal Thursday, 24 May (*wherever rehearsal was not held on 23 May*).
 - (1) Navy-Marine Corps Stadium:

0745 -- First class muster and form up.
 -- Odd Companies form up near Gate A. (See Diagram A.)
 -- Even Companies form up near Gate P. (See Diagram A.)
0805 -- First class march into stadium, take seats, and rehearsal commences.

Enclosure (5)

(2) Alumni Hall:

0745 -- First class form up in Nimitz and Rickover ground level passageways. (See Diagram C.)

0805 -- First class enter Alumni Hall and commence graduation ceremony practice. (See Diagram B.)

3. Ceremony Formation

a. Fair weather at Navy-Marine Corps Stadium -- Friday, 25 May 2001.

0650 -- Underclass form up in Tecumseh Court (Parade Formation).

0730 -- Navy-Marine Corps Stadium Gates Open.

0750 -- Underclass commence marchover from Worden Field to Navy-Marine Corps Stadium.

0800 -- First class form up:

Odd companies form up near Gate A. (See Diagram A.)

Even companies form up near Gate P. (See Diagram A.)

0830 -- Underclass enter stadium and proceed to assigned seating sections.

0915 -- First class enter the stadium.

*** Parents should avoid Taylor Avenue

b. Foul Weather at Alumni Hall -- Friday, 25 May 2001.

0630 -- Alumni Hall doors open.

0800 -- Graduates form up in Nimitz and Rickover ground level passageways. (See Diagram C.)

0810 -- Designated members of the Brigade form up inside company area and proceed directly to Alumni Hall. Upon arrival at Alumni Hall, designated members of the Brigade proceed to their assigned seating area and take seats by 0845. (See Diagram B.)

0845 -- Designated members of the Brigade seated in Alumni Hall.

0915 -- First class march into Alumni Hall and take assigned seats.

4. Action

a. Class of 2001

(1) For commencement ceremony, the uniform will be Service Dress White, without gloves, with first class (single stripe) shoulder boards. Female midshipmen being commissioned in the Navy will place white tape over ensign stripes. A recent regulation midshipman haircut is required, male midshipmen will be clean shaven. During march-on, midshipmen covers (with white side out) will be carried under the left arm. Covers must be clean and wearable and are not to be defaced in any way. Nothing else shall be carried or transported into the stadium or Alumni Hall. Any midshipmen in an improper uniform will be ordered out of ranks and will be directed to report to the Command OOW, Bancroft Hall. All items, (e.g., officer covers, ensign shoulder boards, collar devices, etc.) should be left with family members or friends. **Sunglasses shall not be worn nor cell phones carried.**

(2) When entering the graduation seating area, remain standing until the row is filled. When the row is filled, the graduating class will be directed by an usher to sit down. After being seated, covers are to be placed under chairs; covers will remain under chairs until "Cheers for those we leave behind." In the event of inclement weather at Navy-Marine Corps Stadium, midshipmen may be directed to cover during the ceremony.

(3) Immediately after graduation, all graduates will report to their Company Officer to pick up records, checks, I.D. cards, etc. Graduates must bring midshipmen I.D. cards to graduation.

(4) In the past, problems have ensued because a few members of the graduating class failed to arrive at rehearsal or graduation formations on time. It is **MANDATORY** that ALL graduates arrive on time and form up **PROMPTLY**. A Company Officer or Senior Enlisted will take muster and report to CDR Brian E. Burlingame, OPSO. There will be no pranks, surprises, displays, or demonstrations of any kind during the graduation ceremony. Conduct and decorum befitting a commissioned officer is expected.

b. Delayed Graduates. Delayed graduates may participate in the graduation ceremony with the following stipulations:

(1) Delayed graduates must attend graduation briefings and both the indoor, and outdoor graduation rehearsals.

(2) Delayed graduates will be seated at the end of their company; they will not go forward to receive a diploma, and will remain seated for the commissioning.

(3) Delayed graduates may throw their caps into the air.

(4) Delayed graduates who do not wish to participate in the ceremony, or cannot abide by the rules stated above, will be seated in the Brigade seating area.

c. Second, Third and Fourth Class

(1) On 25 May, all midshipmen not assigned to other duties in conjunction with Commissioning Week will attend the fair weather graduation and be prepared to sit in the stands two to three hours.

(2) In the event of inclement weather on 25 May, designated members of the Brigade will form up in company areas. Second Class Unit Commanders will march their units to Alumni Hall in time to have them seated by 0845. (See Diagram B.)

(3) On graduation day, the Brigade will enter the stadium via the spectator gates on the blue and gold sides of the stadium. First Rgt will be seated on the blue side; second Rgt will be seated on the gold side. (See Diagram A.)

(4) The uniform for underclass is Summer White. Underclass will remain in complete uniform, including cover, at all times.

(5) Underclass will sit only in the designated seating areas.

(6) Once the ceremony commences, underclass will remain in their seats until the completion of the ceremony.

(7) Mandatory formation for the Brigade will commence in company area at 1400.

(8) No sunglasses or cell phones are permitted.

d. Company Officers and Senior Enlisted. Company Officers and Senior Enlisted are required to attend graduation rehearsals to ensure prompt and orderly formation of their midshipmen.

